



NATIONAL MEDIATION BOARD
Washington, DC 20572

August 2000

Attached is the National Mediation Board's response to the commercial activities performed by Federal employees as required by The "Federal Activities Inventory Reform Act of 1998," P.L.105-270 (the FAIR Act). This Inventory has been reviewed and accepted by the Office of Management and Budget.

The National Mediation Board has a history of utilizing commercial sources to supply services that are in the realm of commercial activity. Two of our critical functions, arbitration and mediation were evaluated for outsourcing. During this review, the NMB determined that its mediators, perform inherent governmental functions and therefore should not be included in the commercial activity inventory. However, Arbitration has been outsourced since the NMB's inception.

- Arbitration - The arbitration process is invoked during the employee grievance process for the rail industry. The process of arbitration is an integral part of ensuring that interstate commerce continues without interruption. We currently have relationships with over 600 arbitrators nationwide that we contract with to perform this critical function.

Since 1995, we have utilized outside contractors to perform a wide scope of commercial activities.

- Information Technology - Since 1995, we have contracted through GSA/FEDSIM to perform on site IT support. This function is the equivalent of one FTE.
- Performance Management - We contract with an independent contractor to provide performance management relating to organizational development, reorganization, and project management. This function is the equivalent of one FTE.
- Human Resources - We utilize an independent contractor to work in conjunction with our staff for policy creation, review of applicants, moderation of interview panels, guidance on agency restructuring, and oversight of our practices. This function is the equivalent of one FTE.
- Additionally, we utilize 1/4 of one FTE to provide rating of applicants and preparation of requests for provision of eligible candidates through OPM.

Copies of the Inventory will be available at our office at 1301 K Street NW, Suite 250 E, Washington, DC 20005. We will also make the Inventory publicly available on our web site at <http://www.nmb.gov>.

Those interested parties who want paper copies should write to Ms. Grace Ann Leach at the above address, or contact via email at: leach@nmb.gov, or call her at 202-692-5010.

**NATIONAL MEDIATION BOARD
Washington, DC 20005**

2000 Inventory of Commercial Activities Performed by Federal Employees

| Function Code | Activity | Number of FTE Performing | Reason Code* | First Year on List | Year of Cost Comparison | CIV/FTE Savings | Estimated Annual Cost Comp. Savings | Date of Post-MEO Performance Review |
|---------------|--|--------------------------|--------------|--------------------|-------------------------|-----------------|-------------------------------------|-------------------------------------|
| B301 | Processing | outsourced to GSA | A | 2000 | n/a | n/a | n/a | n/a |
| B701 | Personnel Operations Management | .10 of 1 FTE | C | 2000 | n/a | n/a | n/a | n/a |
| B000 | Personnel Administrative Support | .02 of 1 FTE | C | 2000 | n/a | n/a | n/a | n/a |
| C100 | Voucher Examining | .179 of 1 FTE | C | 2000 | n/a | n/a | n/a | n/a |
| C301 | Accounts Payable | .179 of 1 FTE | C | 2000 | n/a | n/a | n/a | n/a |
| C302 | Travel Processing | .179 of 1 FTE | C | 2000 | n/a | n/a | n/a | n/a |
| C303 | Fixed Assets | .019 of 1 FTE | C | 2000 | n/a | n/a | n/a | n/a |
| C304 | Accounts Receivable | .179 of 1 FTE | C | 2000 | n/a | n/a | n/a | n/a |
| C307 | General Accounting | .435 of 1 FTE | C | 2000 | n/a | n/a | n/a | n/a |
| C308 | Financial Report Generation | .027 of 1 FTE | C | 2000 | n/a | n/a | n/a | n/a |
| C310 | Payroll Processing | outsourced to GSA | A | 2000 | n/a | n/a | n/a | n/a |
| C315 | Financial Management Operations | .027 of 1 FTE | C | 2000 | n/a | n/a | n/a | n/a |
| C316 | Financial Systems Development & Planning | .027 of 1 FTE | C | 2000 | n/a | n/a | n/a | n/a |
| C317 | Financial Systems Operations | .027 of 1 FTE | C | 2000 | n/a | n/a | n/a | n/a |

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|---------------|---------------------------------------|--------------------------|--------------|--------------------|-------------------------|-----------------|-------------------------------------|-------------------------------------|
| C400 | Budget support | .027 of 1 FTE | C | 2000 | n/a | n/a | n/a | n/a |
| C401 | Financial Analysis | .027 of 1 FTE | C | 2000 | n/a | n/a | n/a | n/a |
| C408 | Asset Management & Disposal | .027 of 1 FTE | C | 2000 | n/a | n/a | n/a | n/a |
| C501 | Internal Auditing | .435 of 1 FTE | C | 2000 | n/a | n/a | n/a | n/a |
| C00 | Finance & Acct. admin. support | .41 of 1 FTE | C | 2000 | n/a | n/a | n/a | n/a |
| F100 | Quality Assurance | .10 of 1 FTE | C | 2000 | n/a | n/a | n/a | n/a |
| F200 | Contracting - operational | .125 of 1 FTE | C | 2000 | n/a | n/a | n/a | n/a |
| F300 | Contracting - analysis | .10 of 1 FTE | C | 2000 | n/a | n/a | n/a | n/a |
| F400 | Recurring Purchasing | .10 of 1 FTE | C | 2000 | n/a | n/a | n/a | n/a |
| F000 | Administrative Support | .075 of 1 FTE | C | 2000 | n/a | n/a | n/a | n/a |
| S714 | Furniture Repair | .01 of 1 FTE | C | 2000 | n/a | n/a | n/a | n/a |
| S715 | Office Equipment Maintenance & Repair | .02 of 1 FTE | C | 2000 | n/a | n/a | n/a | n/a |
| S731 | Supply Operations | .05 of 1 FTE | C | 2000 | n/a | n/a | n/a | n/a |
| S733 | Building Services | .025 of 1 FTE | C | 2000 | n/a | n/a | n/a | n/a |
| S734 | Leasing Services | .03 of 1 FTE | C | 2000 | n/a | n/a | n/a | n/a |
| S740 | Transportation Management Services | .01 of 1 FTE | C | 2000 | n/a | n/a | n/a | n/a |

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|---------------|-----------------------------------|--------------------------|--------------|--------------------|-------------------------|-----------------|-------------------------------------|-------------------------------------|
| T809 | Administrative Telephone Services | .025 of 1 FTE | C | 2000 | n/a | n/a | n/a | n/a |
| T820 | Administrative Support Services | 1.4 FTE | C | 2000 | n/a | n/a | n/a | n/a |
| T830 | Interior Facility Design | .019 of 1 FTE | C | 2000 | n/a | n/a | n/a | n/a |
| T832 | Construction Management | .029 of 1 FTE | C | 2000 | n/a | n/a | n/a | n/a |

* Reason Code - Explanation C -Small function that involves 10 or fewer FTE are also exempt